

**Tax Recovery and Criminal Enforcement  
Task Force Executive Board  
Room 2114, 621 Capitol Mall, Sacramento, CA 95814  
March 6, 2014  
Agenda**

**Open Session: 10:00 a.m.**

- Election of Task Force Executive Board Chair Person
- Proposed MOU Revisions
  - FTB (Disclosure Agreement)
  - EDD (Resource Allocation)
  - Federal Bureau of Investigations ( Task Force Participation)

**Discussion Items**

- Complaint Intake
- Case Vetting Protocol
- Web Presence
- Metrics
- LA Expansion – DOJ Grant Proposal
- Outreach
- Marketing Materials
- Future Meetings

**Closed Session: Immediately follows the conclusion of Open Session**

- Potential Cases for Collaboration
- Report of TRaCE Activities (Task Force Commander)

Tax Recovery and Criminal Enforcement Task Force  
Executive Board Meeting  
Meeting Minutes  
March 6, 2014

Meeting called to order at 10:00 am by Randy Silva, BOE ISOD Chief

**Members Present:**

Randy Silva, Chief, BOE

Gloria Pingrey, Special Agent in Charge, DOJ

Peter Williams, Deputy Attorney General, DOJ

Tom McPherson, Chief, FTB

Lisa Schmidt, Chief, EDD – Honorary, Pending Execution of MOU

**Members absent:**

(none)

**Business:**

- The Executive Board members requested to send out an Executive Board Roster which included names, titles, phone numbers and email address
- Election of Task Force Executive Board Chair Person
  - **Motion** by Gloria Pingrey for Randy Silva to be the Board Chair Person, seconded by Peter Williams
  - Vote 4 in favor, 0 opposed
  - **Resolved: Motion carried**
- Proposed MOU Revisions
  - Discussed Exhibit D edits
  - Discussed the MOU compared to the RRACE Legislation
  - One change need on Tax Recovery and Criminal Enforcement Task Force (TRaCE) Memorandum of Understanding (MOU), on page 2, under part II Mission paragraph 6, change \$615 billion to \$615 million
    - Motion to adopt Exhibit D of the MOU by Randy Silva, seconded by Glory Pingrey
    - Vote 4 in favor, 0 opposed
    - **Resolved: Motion carried**
  - Discussed adding other agencies that would like to join TRaCE
    - The addition of other agencies will come from the Executive Board and they will not have to go through their agencies upper management
    - Motion the Executive Board has authority to add and remove members with a simple majority vote by Randy Silva, seconded by Peter Williams
    - Vote 4 in favor, 0 opposed
    - **Resolved: Motion carried**

- Randy Silva will follow up with Selvi Stanislaus, FTB Executive Director on the MOU Addendum.
- Discussion Items
  - Complaint Intake
    - Gina Fong gave a PowerPoint handout about Reporting a Crime – The TRaCE Pilot – Central Intake Process
      - The Website will have a link for reporting a complaint or crime and will direct them to a form to fill out regarding the complaint or crime
      - Phase I
        - Complainants will be able to submit forms either electronically via the web or by paper via mail.
        - Paper forms will be scanned
        - All forms will be stored in a central repository
        - An email will be sent to a TRaCE agent daily
        - The TRaCE agent will triage and forward copies of complaint forms to member agencies
        - There will be quarterly reports
      - Phase II
        - Automatic triage of complaint forms based on complaint category selections
        - Access to the repository will be granted to member agencies
        - An email will be sent to member agencies daily listing forms triaged and assigned to them
        - Enhanced quarterly reports
  - Case Vetting Protocol
    - Reviewed the Summary Analysis
      - Request to add a field for “Dates of Activity” to the Summary Analysis
        - **Action** - Randy Silva will add field “Dates of Activity” to the Summary Analysis
      - The staff who will receive the information on the Summary Analysis will be both the agent and the Task Force
      - TRaCE staff will decide whether the Summary Analysis should be sent to the Task Force or it should be vet out to see if anyone has an interest to the Executive Board
  - Web Presence
    - Post meeting minutes and MOUs to website
    - Do not post closed session items
  - Metrics
    - Gina Fong reviewed the printout of suggested fields for the Metrics
      - Suggested updating Metrics to add billed revenue/ordered restitution quarterly

- Need to add CIMS# to Summary Analysis
  - Gloria Pingrey wanted to add “Assist Log” as a category
- Susan Gorsuch runs stats every month and every 6 months creates a disposition on open and closed cases
- It was agreed the documents that are created will only be viewed by the Executive Board Members
- Motion to accept Metrics by Gloria Pingrey, seconded by Randy Silva
  - Vote 4 in favor, 0 opposed
  - **Resolved: Motion carried**
- LA Expansion – DOJ Grant Proposal
  - Discussed the goal of having a LA Counterpart with the same TRaCE Executive Board
  - Peter Williams has drafted a letter to have a DAG LA Counterpart
  - Discussed having District Attorneys in Los Angeles to prosecute the cases in Southern California
  - Discussed showing how tax dollars help the local counties to receive support for task force in Southern California
- Outreach
  - Kevin Ferreira has been meeting with the following agencies:
    - Chamber of Commerce
    - Metro Asian Chamber, which has 25 Chapters
    - AFCIO (11 Chapters), they are breaking into regions, one in Bay Area, one in the Capitol (Sacramento), and one in Southern California
    - Workforce Investment Boards (49 Chapters)
    - Retailers, Restaurant Association
  - Kevin Ferreira will be meeting with Hotel Association soon
  - Everyone Kevin Ferreira has met with is on board to partner with TRaCE and is willing to put the TRaCE logo on their websites.
  - When Kevin Ferreira sets up a meeting, he will send out an email and invite the TRaCE Executive Board? staff
- Marketing Materials
  - Gina Fong provided fifteen different logos to choose from as the TRaCE logo
  - None of the logos were chosen, a new logo will be created with the following: “TRACE” on the logo
    - Indicate it is connected to law enforcement
    - Add color
    - Show that it is a collaboration of agencies
  - **Action** – Randy Silva will send email with new logo taking into consideration all the changes asked by the Executive Board Members and they will vote on the new logo via email
  - **Action** – Randy Silva will email a brochure to the Executive Board Members to review and to discuss the brochures at the next Board Meeting
- Future Meetings

- The Executive Board Members will meet monthly in Sacramento
- April's meeting is Thursday, April 24<sup>th</sup> at 10 am at 621 Capitol Mall, Sacramento
- May's meeting is Thursday, May 22<sup>nd</sup> at 10 am at 621 Capitol Mall, Sacramento
- Will decide on future meetings at a later date

Open Session Meeting adjourned at 11:30 am by Randy Silva